

TO: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DDI 	STAT
SAFES		TOTAL NO. OF SAFES ON HAND	
2 Drawer (under desk)		2	
2 Drawer (free standing)		16	
4 Drawer (correspondence)		112	
5 Drawer (correspondence)		2	
All purpose (with doors)		15	
Map and Plan File		3	
Kardex (<u>32</u> Slides)		2	
?? - Drawer Card (<u>3x5</u> size card; <u>15</u> inches per drawer)		2	
- Drawer Card (_____ size card; _____ inches per drawer)			
OTHER (describe) Kardex (17 Slides)		1	
CABINETS		TOTAL NO. OF CABINETS ON HAND	
4 Drawer (correspondence)		10	
5 Drawer (correspondence)		28	
Map Cabinet Sections		23	
Map and Plan File		4	
Kardex (_____ Slides)			
Safe-T-Stack Units			
2 - Drawer Card (<u>3x5</u> size card; <u>14</u> inches per drawer)		26	
1 - Drawer Card (<u>3x5</u> size card; <u>10</u> inches per drawer)		1	
OTHER (describe) 2 - Drawer (correspondence)		2	
7 - Drawer Card (5x8 size card/ inches per drawer unknown)		3	
? - Drawer Card (3x5 size card; 16 inches per drawer)		2	
? - Drawer Card (5x8 size card; 15 inches per drawer)		3	

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type	33	6	8	46	126.5
Library type	36	17		130	390.0
Book Case Sections	33	191		191	525.3
Tape shelves					
Conserv-A-File (roll out units)	20	5	5	25	41.7
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf	34	119		268	759.3
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (3x5 size card; 16 ins per dr)	5	6	1	6	8.0
OTHER (describe) CARD SHELVES (5x8 size card; 16 ins per dr)	8	7	2	14	18.7
X-Ray File	36	1	5	5	15.0
Martin Open-Shelf Adjustable	12	1	6	6	6.0
Wooden Shelving (Shop Made)	35	2	6	12	35.0

REMARKS:

Include number of secure and vault areas in which records are stored 23

Quantity of filing equipment - FY-73 versus FY-72 STAT

Safes - Minus
Cabinets - Plus
Shelving - Minus
Vaults - Minus

STAT

NOTE: It will be apparent from the above statistics on cabinets that the field offices did not indicate in all cases the number of drawers per card file, nor the number of inches per drawer in such files. did not have sufficient time in which to query the field for the missing data. STATINTL

23 July 1973

DATE

<u>Shelving (continued):</u>	Unit Width	Sections	Shelves High	Total Shelves	Total Capacity
Correspondence Type	36	9 ^{+ 10}	7	63	189.0
Correspondence Type	41	4 ^{+ 21}	6	24	82.0
Correspondence Type	72	1	5	5	30.0
Correspondence Type	108	1	6	6	54.0
Library Type	37	1 ^{+ 17}		3	9.0
Library Type	32	8 ^{+ 57}		48	128.0
Library Type	34	31		31	85.0
Book Case Sections	36	13		13	39.0
Book Case Sections	40	24		24	80.0
Book Case Sections	30	13 ^{+ 191}		13	32.5
Book Case Sections	18	20		20	30.0
Book Case Sections	12	2		2	2.0
Conserv-A-File (rollout units)	34	6 ^{+ 5 = 11}		28	79.3

Cabinets (continued):

? - Drawer Card (3x5 size card; 15 inches per drawer)	1
11 - Drawer Card (5x8 size card; inches per drawer unknown)	1
12 - Drawer Card (5x8 size card; 18 inches per drawer)	2
? - Drawer Card (5x8 size card; 14 inches per drawer)	12
2 - Drawer Card (5x8 size card; 15 inches per drawer)	12
2 - Drawer Card (5x8 size card; 16 inches per drawer)	4
7 - Drawer Card (5x8 size card; 48 inches per drawer)	2
10 - Drawer Card (3x5 size card; 24 inches per drawer)	1
7 - Drawer Card (5x8 size card; 24 inches per drawer)	2
7 - Drawer Card (5x8 size card; 54 inches per drawer)	1
2 - Drawer Card (3x5 size card; 16 inches per drawer)	2

T0: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DDS 	STAT
SAFES		TOTAL NO. OF SAFES ON HAND	
2 Drawer (under desk)		10	
2 Drawer (free standing)		8	
4 Drawer (correspondence)		38	
5 Drawer (correspondence)		29	
All purpose (with doors)			
Map and Plan File			
Kardex (Slides)			
8 - Drawer Card (<u>tab</u> size card; <u>52</u> inches per drawer)		1	
- Drawer Card (size card; inches per drawer)			
OTHER (describe) Mosler Commo Safe		1	
Door type safe w/combo lock		3	
CABINETS		TOTAL NO. OF CABINETS ON HAND	
4 Drawer (correspondence)		6	
5 Drawer (correspondence)		8	
Map Cabinet Sections			
Map and Plan File			
Kardex (Slides)			
Safe-T-Stack Units			
10 - Drawer Card (<u>3 x 5</u> size card; inches per drawer)		3	
- Drawer Card (size card; inches per drawer)			
OTHER (describe)			

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SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type	36	5	5	25	75
	36	10	7	70	210
Library type					
Book Case Sections					
Tape shelves					
Conserv-A-File (roll out units)					
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					

REMARKS:

Include number of secure and vault areas in which records are stored 7

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12. July 1973

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T0: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DDS/ []	STAT
SAFES		TOTAL NO. OF SAFES ON HAND	
2 Drawer (under desk)			
2 Drawer (free standing)		5 (+)	
4 Drawer (correspondence)		70 (+)	
5 Drawer (correspondence)			
All purpose (with doors)		1	
Map and Plan File			
Kardex (_____ Slides)		3	
- Drawer Card (_____ size card; _____ inches per drawer)			
- Drawer Card (_____ size card; _____ inches per drawer)			
OTHER (describe)			
CABINETS		TOTAL NO. OF CABINETS ON HAND	
4 Drawer (correspondence)		12	
5 Drawer (correspondence)			
Map Cabinet Sections			
Map and Plan File			
Kardex (_____ Slides)		14	
Safe-T-Stack Units		17	
- Drawer Card (_____ size card; _____ inches per drawer)			
- Drawer Card (_____ size card; _____ inches per drawer)			
OTHER (describe)			
Supply Cabinets (No change in number 2 omitted in last report)		4	

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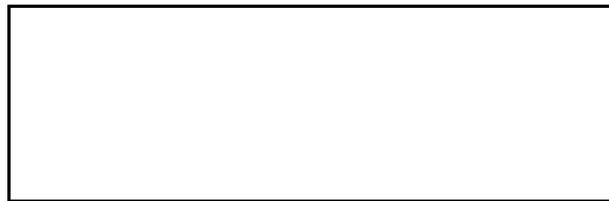
SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type		8		55	181
Book Case Sections		10		29	82
Tape shelves					
Conserv-A-File (roll out units)		13		78	237
Conserv-A-File-V (side roll)					
Elevator (power files)		1		13	39
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe) Open Shelving					168

REMARKS:

Include number of secure and vault areas in which records are stored 4

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Square footage of floor space used for filing equipment:

TOTAL 898.1 sq. ft.

25X1

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Field
less
FBI
not reported.